

Design Standards Letter

Letter Number: **G-1961-00**

Letter Date: **05/24/1961**

Effective Date: **05/24/1961**

Section/Plan No.: **None**

Subject: **Time Off for Overtime Worked, Salaried Employees**

Body

TO ALL EMPLOYEES:

At the May 1961 meeting, the Commission approved a revision of existing policy on allowing time off for overtime worked by salaried employees in salary grade 11 or below.

Effective May 1, 1961, the policy for overtime work and time off for overtime worked is as follows:

Employees whose jobs are classified in salary grade 11 or below, as taken from the basic salary grid, (the top of which is not \$438 per month) will be allowed equal time off for each full hour worked in excess of eight hours each day, Monday through Friday, and equal time off for each full hour worked on Saturdays, Sundays or official holidays.

Employees whose jobs are classified in salary grade 12 or above as taken from the basic salary grid will be allowed equal time off for each full hour worked on Saturdays, Sundays, or official holidays.

If there is a question in your mind as to what salary grade your particular job is in, ask your supervisor for clarification.

For field employees, travel required between the employees assigned headquarters, or temporary residence, and the site of the field work will be done during the eight hour work day whenever possible. Required authorized travel occurring outside the eight hour work day will be considered as overtime worked.

We wish to stress the fact that employees may be required to work in excess of the normal work day, or work week, whenever necessary to carry out the work of the Commission. However, any excess work time must be declared necessary by the supervisor and authorized by him before it will be considered as legitimate overtime

work.

Equal time off for overtime worked will be taken, as directed by the supervisor as soon as is convenient following the overtime worked. It cannot be added to, or taken in conjunction with, regular vacation leave.

The above is presented for your information.

**J. J. Corbett
Chief Engineer**